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LOGISTICS SERVICES DIVISION
WEEKLY REPORT
PERIOD ENDING 14 SEPTEMBER 1983

I. Progress Report on Tasks Assigned by the DCI/DDCI:

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No items this reporting period.

II. Items/Events of Major Interest:

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a. Drawings Completed: On 12 September 1983 drawings were completed for the installation of an additional light fixture in the office of the Special Assistant to the DCI, Room 7D5606, Headquarters Building.

b. Meetings Regarding Moves: Representatives of the Architectural Design Staff (ADS), LSD/OL, and the DCI Executive Registry met to discuss moving part of the Executive Registry to Room 6E2914. This would provide space in Room 7E12 for followup renovation.

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Representatives of ADS and the Foreign Broadcast Information Service met to determine current needs for the latter's move to the sixth floor, Key Building. A design proposal will be submitted this week pending safety and security approval.

c. Renovations at Headquarters Building: With regard to the HSTS expansion, Room GD45, the Carpenter Shop has completed the removal of the interior partitions, and the only remaining item for this shop is the replacement of ceiling tiles. Painting of the perimeter walls and doors has been completed. The Sheetmetal and Plumbing Shops are working in the area, and work by the Electric Shop is scheduled for later this week.

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On Tuesday, 13 September, the Carpenter Shop began minor alterations in Room 4F38, for the East Asia Division, DDI.

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The Carpenter Shop installed the baseboard molding and worked overtime to complete the formica on nine doors which had to be rehung in Rooms 1E66/1E78. Pierce Phelps Company, the Office of Central Reference contractor, is onsite and has begun installing the video equipment and making the necessary wiring connections.

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The Carpenter Shop applied the finishing touches to Rooms 3G13/3G19 and Tate Flooring installed the raised flooring on 13 September 1983.

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New Spectrum Electric Company is presently working on the masonry portion of the thirteenth electrical closet located at 1B4004. New Spectrum's contractor for plastering the walls began on 7 September 1983.

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25X1 d. Service for [] Building: Commencing 3 October 1983
25X1 nine full-time employees of Allied Maintenance Corporation will be
25X1 on hand to service [] Building. This will include custodial
and HVAC service, minor repairs/renovations, ground maintenance,
and other miscellaneous unscheduled work. These workers will be
escorted until their clearances for unescorted access have been
received. []

25X1 e. Completion of Modification at [] The 50 KVA
25X1 power feeder modification has been completed at []
25X1 for the Office of Security. []

25X1 f. Construction Started: The contractor has started removing
25X1 the concrete walk from around the [] building, and stakes
have been placed. It appears that construction has begun on the
new building. []

25X1 g. Transportation: Chauffeuring services are being provided
to the East Asia and Near East Division. []

25X1 h. Exhibit: In connection with the OEEO National Hispanic
Heritage Week program, a photographic exhibit entitled "Latin
American Indians," will be on display from 12 to 30 September
1983 in the 1D Corridor at Headquarters Building. The work of an
Agency employee, the exhibit provides examples of aboriginal
culture, Spanish influence and modification depicting the tran-
sition of cultures from one phase to another. []

25X1 III. Significant Event Anticipated During the Coming Week:

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Chief
Logistics Services Division

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